

Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories

Additional Requirement	Course	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.a. Family Support Program Family Support Directors and Family Support Coordinators							
	[Essential Learning Training (ELT)] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [College of Direct Support (CDS)] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Making Choices Supporting Individuals with Developmental Disabilities [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript

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6.3.b. Waiver Service Providers							
6.3.b.1. Direct Support Professionals (DSP) and DSP supervisors.							
Direct support staff provides direct, hands-on services and supports to people supported by the agency.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Environmental Safety for Individuals with Developmental Disabilities AND Risk Management for Persons with Developmental Disabilities AND Physical Safety in the Workplace [CDS] Safety at Home and in the Community	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript

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Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Making Choices Supporting Individuals with Developmental Disabilities [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript
	[ELT] The Role of the Direct Support Professional [CDS] Direct Support Professionalism		X			Classroom Web-based	Certificate Transcript
	[ELT] Person Centered Planning for Individuals with Developmental Disabilities AND Supporting Quality of Life for Persons with DD choose Part 1: Birth to Adolescence or Part 2: Adults & Seniors [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript
	[ELT] Strategies for Teaching Individuals with DD Part 1 AND Strategies for Teaching Individuals with DD Part 2 [CDS] Teaching People with Disabilities		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Supports for Direct Support Professionals [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript

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As part of Supported Employment	[ELT] Job Coach Curricula *see list below [CDS] Job Coach Training			X		Classroom Web-based	Certificate Transcript
Prior to administering medications. Must Recertify every two (2) years	Medication Administration for Unlicensed Personnel					Classroom	Certificate
6.3.b.2. Program Support Staff Staff who do not provide direct, hands-on services and assist with care coordination.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript

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Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Person Centered Planning for Individuals with Developmental Disabilities AND Supporting Quality of Life for Persons with DD choose Part 1: Birth to Adolescence or Part 2: Adults & Seniors [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript
Incident Management Coordinator only	Protection from Harm and Incident Management Advanced for Incident Managers		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Supports for Direct Support Professionals [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript
6.3.b.3. Day and Residential Management Staff Staff who do not provide direct hands-on services but whose responsibilities include management of all aspects of a business entity providing day, behavior respite, residential, respite and/or personal assistance services.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript

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	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
Required for New Board Chairs (for-profit and not-for-profit)	Central Office New Provider Orientation			X		Classroom Web-based	Transcript Copy of sign-in Sheet
Optional	Regional Office Orientation					Classroom Regional Office	Certificate

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6.3.b.4. Administrative and Operational Support Staff Staff who do not provide direct, hands-on services but whose responsibilities include core business functions.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	Protection from Harm and Incident Reporting	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

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6.3.b.5. Clinical Services Staff Physical and Occupational Therapists, Speech and Language Pathologists, Physical and Occupational Therapy Assistants, Dietitians, Orientation and Mobility Specialists, Behavior Analysts, Registered Nurses (RNs), and Licensed Practical Nurses (LPNs).							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
Required for Director and Managerial Staff	Regional Office Orientation				X	Classroom Regional Office	Certificate
Required for Behavior Analysts and Therapeutic Services Providers	Regional Clinical Services Orientation				X	Classroom Regional Office	Certificate

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Optional for Executive Director	Central Office New Provider Orientation					Classroom	Certificate
6.3.b.6. Subcontractors All subcontracted staff must complete training based on their job responsibilities, regardless of position title.							
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
6.3.b.7. Providers of Self-Directed Services (Day - non-facility based; Individual Transportation; Personal Assistance; Respite -single person agency) All provider staff must complete training based on their job responsibilities, regardless of position title, in addition to the courses listed below.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript

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Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
	Protection from Harm and Incident Reporting	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	Safety in the Home and the Community		X			Classroom Web-based	Certificate Transcript

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6.3.b.8. Agency Trainers for Continuation of Staff Instructions Providers must work with clinicians to designate, at a minimum, one trainer to carry out ongoing staff training on individual specific instructions.							
When needed	Designated Trainer on Specific Staff Instructions					On-the-Job	Sign-in Sheet
6.3.c. Independent Support Coordinators (ISC) and ISC Managerial Staff Staff and managers who provide support coordination services.							
	[ELT] Identifying and Preventing Dependent Adult Abuse and Neglect AND Protection from Harm Training AND Incident Management Forms [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Transcript ISC Training Checklist
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Transcript ISC Training Checklist

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Required for New Board Chairs only	Central Office New Provider Orientation			X		Classroom Web-based	Transcript Copy of sign-in Sheet
Pre-requisite for next course	Person-Centered Thinking Training [2 day course]				X	Classroom	Transcript ISC Training Checklist
	Person-Centered ISP Training				X	Classroom	Transcript ISC Training Checklist
Pre-requisite for next course	Outcomes and Action Steps				X	Classroom	Transcript ISC Training Checklist
	Outcomes and Actions Follow-up				X	Classroom	Transcript ISC Training Checklist
	Appeals				X	Classroom Webinar	Transcript ISC Training Checklist
	Information and Training Specific to the Person				X	Classroom	Transcript ISC Training Checklist
	[ELT] Assessments				X	Web-based	Transcript ISC Training Checklist
	[ELT] Waivers				X	Web-based	Transcript ISC Training Checklist

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6.3.d. Developmental Center Staff Employed by Providers in the Community Direct support professionals who are employed or were previously employed by a State developmental center.							
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Bloodborne Pathogens [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Title VI [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
6.3.e. Rehired Staff All staff who have been employed out of the field of intellectual disabilities for a year or more (six months or more for Medication Administration providers), must complete training based on their job responsibilities.							
6.3.f-h Volunteers, Students and Interns, and Natural Supports --- Refer to the Provider Manual for specifics regarding required training							
Job Coaches All staff delivering employment supports as part of supported employment services, regardless of job title.							
	[ELT] Job Coach Training	X				Classroom Web-based	Certificate Transcript
	[ELT] Supports for Success	X				Classroom Web-based	Certificate Transcript

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	[ELT] Creating Community Careers Part 1: Introduction to Customized Employment			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 2: Discovering Personal Genius			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 5: Systematic Instruction			X		Classroom Web-based	Certificate Transcript
	[ELT] Effective Communication in the Workplace			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 1: Principles and Practices for Job Finding			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 2: Supporting Employed Consumers			X		Classroom Web-based	Certificate Transcript